

**CITY OF DAVENPORT**  
**Lincoln County, Washington**  
**January 1, 1994 Through December 31, 1994**

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**Schedule Of Findings**

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1. The City Should Improve Documentation Procedures For Seized Property

During our audit of the city police department, we noted that the documentation of seized property was inadequate. We tested six items and found only one to be in compliance with required procedures.

RCW 69.50.505(g) states in part:

(1) When property is forfeited, the seizing agency shall keep a record indicating the identity of the prior owner, if known, a description of the property, the disposition of the property, the value of the property at the time of seizure, and the amount of proceeds realized from disposition of the property.

(2) Each seizing agency shall retain records of forfeited property for at least seven years.

The city has not established adequate procedures for documentation of seized property as required by RCW 69.50.505. The effect of the lack of procedures is the potential loss of evidence and seized property.

We recommend the city should establish adequate procedures for documenting seized property and conduct periodic reviews to ensure that procedures are being followed.

2. The City Should Establish Procedures And Controls Over Traffic Citations

There is a lack of controls over the issuance and documentation of traffic citations. We were unable to determine sequence of issuance, location of associated case files, or disposition of citations.

RCW 46.65.010 states in part:

. . . chief administrative officer shall also maintain or cause to be maintained in connection with every traffic citation issued by an officer under his supervision a record of the disposition of the charge by the court or its traffic violations bureau in which the original or copy of the traffic citation was deposited.

The city has not established procedures for documentation as required by law. This deficiency has resulted in a lack of citation accountability. Possible losses of revenues, and the potential for undetected irregularities in citation use.

We recommend the city establish adequate procedures and controls over the use, operation, and disposition of all traffic citations.